

**Remote Work Plan & Request**

**The form is to be completed by the manager/leader of the department or area and not by individual employees. All fields must be completed in their entirety to be considered for approval.**

In order to determine if a remote work program is appropriate for a department, it is important that the leader approach it from a holistic perspective. Remote work must be performed in a way that meets or exceeds onsite work productivity and quality. Assess suitability for remote work based upon both the position’s requirements and employee’s aptitude for successful remote work. For guidance on considerations, supervisors are encouraged to use the **Remote Work Readiness Assessment**, an optional tool to aid decision-making. The overall goal of remote work is to support employee satisfaction while instilling a positive, cohesive culture in the department and university.

**Note:** **This request is intended to be submitted for regular, ongoing remote work and is not intended for informal, intermittent, temporary or emergency remote work due to traffic related emergencies, extreme bad weather, natural disaster, pandemic health crisis or other unanticipated needs**.

**Department:** Click or tap here to enter text. **Budget Center:** Click or tap here to enter text. **Date:** Click or tap here to enter text.

# JOB INFORMATION

1. **Number of Employees in this application:** Click or tap here to enter text.

**Consult the Remote Work Policy, Section 3.2: Eligibility for Remote Work. List ALL the employees who are eligible for remote work (both supervisors and employees) and to whom this plan and request will apply.**

To obtain this information, you (or someone with PeopleSoft HR access) may run the PeopleSoft HR Query called REMOTE\_WORK\_DATA for your area. If you do not have PeopleSoft HR access, you may submit a data request to remotework@clemson.edu. Please include the query name and the Department Number(s) or Budget Center ID Number in your request. You may add additional lines by clicking in the last box and pressing Tab, or you may submit the downloaded Excel report.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee ID** | **Employee Name** | **Position #** | **Job Code** | **Class/UClass** (pull from query or note FTE, TLP, TGP, or TMP) | **Employee Class** (pull from query or note Faculty or Staff) | **Username** | **Allocated Actual Costs of Remote Work** | **Allocated Specific Benefit of Remote Work Participation** |
| *Ex: 123456* | *Ex: Clemson Tiger* | *Ex: 01250045* | *Ex: AH10* | *Ex: L or TLP* | *Ex: C or Staff* |  | *Ex: The cost of a laptop that wouldn’t otherwise be purchased* | *Ex: Productivity measures remained consistent while working remote and retention metrics improved.* |
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\*To add additional lines, click in the last box, and then press Tab.

**2. Please list the supervisors of all employees listed above.**

Please note if the supervisor is participating in remote work.

* \*If supervisor is requesting participation in the Program, please *also* include the supervisorin the list above to ensure that they are added to the remote work program.

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| --- | --- | --- | --- |
| **Employee ID** | **Name of the Supervisor** | **Username** | **Participating in Remote Work (Yes/No)** |
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**3. Were any employees from the area you are requesting *excluded* from eligibility?** Please use a holistic approach and consistent evaluation criteria to evaluate eligibility. [ ]  **Yes** [ ]  **No**

**4. Please list the employees who are not eligible to participate in the remote work program.**

To add excluded employees at a later time, please submit a new Remote Work Plan and Request form.

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| --- | --- |
| **Employee ID** | **Name of excluded employee** |
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**5. Are there specific aspects of this department/area’s business operations that increase the appropriateness for remote work (ex: retention concerns, lack of privacy in primary workspace, no customer-facing activities)?**

Click or tap here to enter text.

**6. What are the anticipated cost savings associated with this remote work plan allocated per participating employee? (You may use the optional** [**Cost Savings Spreadsheet Template**](https://media.clemson.edu/humanres/remote-work/cost_savings_template.xlsx)**, if you would like to do so.)**

Click or tap here to enter text.

**Assessment of Responsibilities**

**7. Briefly describe the role(s) and primary responsibilities of this department.**

Click or tap here to enter text.

**8. Is on-site interaction with customers (internal and/or external) or co-workers required?** [ ]  **Yes\*** [ ]  **No** [ ]  **Occasionally\***

**\* If Yes or Occasionally, specify how often this interaction is required and how this would be accomplished in a remote work format.**

Click or tap here to enter text.

**9. Is access to on-site equipment or documents required?** [ ]  **Yes\*** [ ]  **No** [ ]  **Occasionally\***

**If Yes or Occasionally, specify how often and how this would be accomplished in a remote work format.**

Click or tap here to enter text.

**10. Does anyone in this request supervise employees who are ineligible for remote work (i.e. the supervisor is eligible for remote work but they have one or more direct reports who are not eligible for remote work)?** [ ]  **Yes** [ ]  **No**

**Assess each employee’s aptitude for successful remote work. For guidance on considerations, supervisors are encouraged to use the Remote Work Readiness Assessment, an optional tool to aid decision-making.**

**PRODUCTIVITY AND WORK OUTPUT**

**11. How do you plan to monitor acceptable productivity or output for your remote workers? (Select all that apply)**

 [ ]  Weekly 1:1 check-in with the supervisor via virtual platform or phone

 [ ]  Weekly group staff meeting check-in via virtual platform or phone

 [ ]  Work monitoring system – chat or ticketing

 [ ]  Weekly activity report

[ ]  Faculty with one or more assigned classes to teach (online or in-person)

 [ ]  Other: Click or tap here to enter text.

**12. Describe in more detail the methods that will be utilized to monitor acceptable productivity/output. Please include goals, key performance indicators and/or other appropriate metrics that define the work product of the individual or work unit.**

Click or tap here to enter text.

**13. How do you plan to measure the quality of work/service produced by this department?**

Click or tap here to enter text.

**14. What are your expectations for customer response time for remote workers? How will these expectations be communicated to customers?**

Click or tap here to enter text.

PHYSICAL SPACE & PARKING

**15. Current On-Site Building(s):** Click or tap here to enter text.

**16. Typical Parking Lot(s) Used by Employees:** Click or tap here to enter text.

**ENGAGEMENT**

**17. How will these remote employees connect with one another to maintain a cohesive work unit? (Select all that apply**)

 [ ]  Microsoft Teams / Zoom / WebEx

 [ ]  Telephone

 [ ]  Email

 [ ]  Face to face interaction

 [ ]  Other: Click or tap here to enter text.

**18. Describe your plan for ensuring strong engagement amongst your team. If your team will be hybrid or if you have a mix of on-campus and remote workers in your unit, describe how you will ensure engagement between groups in different settings.**

Click or tap here to enter text.

**19. How will you assess or measure strong engagement amongst your team?**

Click or tap here to enter text.

**ATTESTATION**

By submitting this Remote Work Plan and Request, I agree that all information provided above is accurate, and all necessary steps/actions have been taken to effectively support this request.

This plan will be routed for Senior leadership and Office of Human Resources approvals. If approved, you and your supervisor will be notified of the approval. After the approval occurs, all approved employees will be required to complete the Remote Worker Training and the Remote Worker Acknowledgement form, both via Tiger Training. The Remote Worker Acknowledgement will then be routed to their immediate supervisor/manager for their approval.

I affirm I have discussed this plan with my supervisor, and they are supportive of this request. I have followed all required department/division guidance related to this request and obtained all internal approvals required by my department/division.

Click or tap here to enter text.

**Name/Email of Requesting Supervisor**

Click or tap here to enter text.

**Name/Email of Supervisor’s Supervisor**

Click or tap here to enter text.

Signature of Dean for Approval \*For college requests only\*

Next Step: When all fields are complete, submit to Human Resources (remotework@clemson.edu), and copy your supervisor as named above. When your Remote Work Plan and Request Form has been evaluated, you will be notified via email of the outcome.